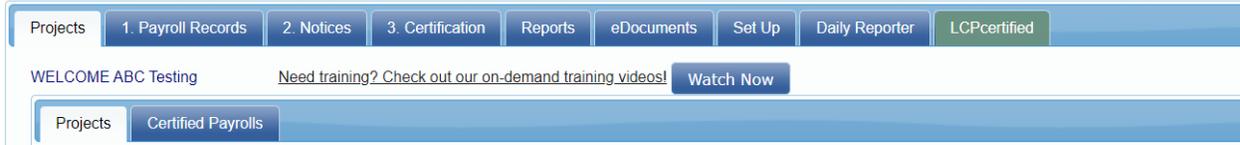




Reporting a No-Work Week Payroll

1. When you log into LCPtracker, you will click on the Certifications tab.



2. Select the project.
Click on the bubble that says no work for this week or multiple weeks.
Choose the week-end date.
Choose the payroll number.
Enter the name of the person certifying the payroll and his/her title.
Click next.

Certification Wizard Step 1 of 2

Project
Select Project

Work performed this week?
 Work activity to be reported for this week
 No work activity to be reported for this week
 No work activity to be reported for multiple consecutive weeks

Week End Date
[Text Input] [Calendar Icon]

Payroll Number
[Text Input]

Name of Person Certifying
[Text Input]

Title
[Text Input]

Cancel Next Help

3. The next step will be to certify the payroll, and it will look like this:



Certification Wizard Step 2 of 2

Date: 2/5/2020 9:01:30 PM

CERTIFICATION FOR NON PERFORMING WEEK

I, Veronica Urbina, Tester do hereby state:

(1) That I pay or supervise the payment of the persons employed by ABC TESTING on the 99999 - CDOT TEST P paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of the contractor or subcontractor, or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, F Stat. 357; 40 U.S.C. 167; 3145), and described below:

All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete, and that the determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic are correct.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program or, if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
X - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
X - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:
Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

Enter how the fringe is paid.

4A – all in fringe

4B – all in cash

4C – no fringe, or some in case and fringe to 3rd. Choose the one that is done the most, and then list the exception.

4. Enter any remarks if any and click Save.

(c) EXCEPTIONS:
Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

Remarks:

eSignature Password:

Check here if last (FINAL) certification

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

You have successfully submitted a no work payroll.